

**Virginia Division of Consolidated Laboratory Services**  
**ENVIRONMENTAL LABORATORY CERTIFICATION PROGRAM**  
**(1 VAC 30-45 and 1 VAC 30-46)**

**GUIDANCE DOCUMENT**

**1 VAC 30-45 and 1 VAC 30-46: Proficiency Testing Studies -  
Reporting Errors or Omissions**

**April 18, 2012**

The Division of Consolidated Laboratory Services (DCLS) is providing guidance on reporting errors or omissions for proficiency testing studies.

DCLS shall consider a laboratory's analytical result for a Field of Proficiency Testing (FoPT) not acceptable when the laboratory makes any reporting error or omission that results in a non-specific match between the analytical result for the FoPT and any criterion that identifies the laboratory or the field of accreditation for which the PT sample was analyzed.

It is the laboratory's responsibility to accurately report PT results to the PT provider, to ensure proper assignment or credit for satisfactory PTs in the laboratory's VELAP records. Accurate reporting of results includes the correct designation of the method for which the laboratory holds certification or accreditation for each analyte resulted. Failure to accurately report the required method information for each analyte will result in the laboratory receiving a failure for non-participation in the PT.